

Staffing Guide

Position Description			Gardener		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> Hours of Operation _____ Occupancy Rate _____ Seasonal/Peak Workload <u> X </u> _____ 	<ul style="list-style-type: none"> Staff Supervised _____ Facility Layout <u> X </u> _____ Facility Size _____ 	<ul style="list-style-type: none"> Facility Age _____ DPW support <u> X </u> _____ 	_____ _____ _____	
Workload/Staffing Comments:					
Position may be full time, part time, or flex (or seasonal in appropriate locations)					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	Not Authorized	Not Authorized	1 (NA-4) Staffing level may be increased with local justification based on facility layout and workload	2 (NA-4) Staffing level may be increased with local justification based on facility layout and workload	3 (NA-4) Staffing level may be increased with local justification based on facility layout and workload
Alternate Staffing Standard (If Required)	None	None	None	1 additional (NA-4) for remote sites in excess of 199 rooms Staffing level may be increased with local justification based on facility layout and workload	1 additional (NA-4) for remote sites in excess of 199 rooms Staffing level may be increased with local justification based on facility layout and workload
Explanation of Alternative Staffing Standard:					
Staffing Standard Footnotes					
Installation DPW and IMWRF support will determine final gardener staffing levels.					
Higher grade requirements for this position must be justified locally.					